

Vocabulary

experience	تجربة	excerpt	مقتطفات	CV	سيرة ذاتية
nursing	تمريض	interview	مقابلة	Social media	توسل الاجتماعي
present	حاضر - حصة يقدم	colleagues	زملاء	post	عمود - وظيفة
excellence	تفوق	Economics	اقتصاد	Business Studies	دراسات تجارية
award	بكالوريوس - منحة	profile	الملف الشخصي	internship	فترة تدريب
nursing	تمريض	professional	مخترف	achievable	يمكن تحقيقه
Self-management	الإدارة الذاتية	productivity	الانتاجية	attend	يحضر
candidate	مرشح	curriculum vitae	السيرة الذاتية	full-time	لواء كامل
Human resources	موارد بشرية	intern	مقرب	benefactor	محسن - ميسر
part-time	بعض الوقت	training	تدريب	organise	ينظم
department	قسم	education	تعليم	skills	مهارات
summary	ملخص	currently	حاليا	résumé	سيرة ذاتية
qualification	مؤهل	grade	ترتيب - نظير	impression	انطباع
strategy	سياسة - استراتيجية	habits	عادات	Waitress	فروانية
develop	يطور - يستثمر بغيره	audiences	الجمهور	orchestra	وركسترا
Volunteer	متطوع - يتطوع	clear	واضح	supply	يعد ب - إمداد
consider	يعتبر - يفكر	culture	ثقافة	comment	تعليق
base	قاعدة - بؤس	evaluate	يقوم	fluent	فصيح
conclusion	خاتمة - استنتاج	processes	عمليات	fluency	طلاقة
colossal	ضخم - هائل	feedback	استرجاع - نتائج	in charge	مسؤول
calamities	مصائب - أحداث	trifling	مبتذل - تافه	trace to	يتتبع - يفتقر اثر
responsibility	مسؤولية	multinational	متعد الجنسيات	permanent	دائم
measures	اجراءات	excel	يتفوق - التفوق	temporary	موقت
motivate	يحفز	reward	بكالوريوس	do right	يفعل الصبح
position	موقف - وظيفة	lack	نقص - ينقص	employee	موظف
fire brigade	مطفي	Fire fighter	رجل المطفي	editorial	تحرير - عمود
helmet	خوذة	protective	وقائي	applicant	مقدم لوظيفة
expenses	تكاليف	impress	يوثر	pandemic	جائحة - وباء
overlook	يغفل عن	residential	سكني	journalism	الصحافة
adopted	تبنى	employer	مستأجر - من	convict	سجين
extravagant	مرفق - غالي - منور	lodgings	مساكن	argument	جدل
sigh	يشكو	admirers	محبين	arrogant	متكبر
In debt	مدين	interrupt	يقاطع	funeral	جنازة
rough	خشخ - متج - قس	astonished	متدهش		

Definitions

profile	A short description that gives important details about a person or a group.	الملف الشخصي
professional	Doing a job , a sport or activity for money.	مخترف
CV (Curriculum Vitae)	a summary of a person's education, experience and skills. 'Curriculum vitae' is a Latin phrase and means 'course of life'. It's used in British English.	السيرة الذاتية
calamities	big problems or accidents	مصائب - أحداث
trifling	small or unimportant	مبتذل - تافه

trace to	find the reason why something happened	يتتبع - يفتكر اثر
human resources	the department who finds people to work and organises training at a company	موارد بشرية
Human being	People who live on the earth.	الجنس البشري
nursing	The job or skill of looking after people who are ill or injured.	تدريش
in charge	Responsible for	مسئول
To be charged	To pay the expenses	يلزم
intern	a person who is working at a company for a short time to get work experience	متدرب
full-time	a job someone does for the whole of the working week .	يوم كامل
part-time	a job someone only does for some of the working week.	لبعض الوقت
internship	when someone works for a company to get work experience	فترة تدريب
candidate	a person who is interested in getting a specific job	مرشح
feedback	Advice, criticism etc about how successful or useful something is	استرجاع نتائج

Expressions

gain work experience	يكتسب خبرة العمل	an online professional profile	الملف الشخصي المهني
A presentation on finding..	تقديم على إيجاد	Set a goal	يحدد هدف
make notes on	يلتخذ ملاحظات	works for a company	يعمل لشركة
Make a plan	يعمل خطة	a specific job	وظيفة خاصة
In digital marketing	تسويق رقمي	High School	مدرسة عليا
advanced level	مستوى متقدم	Participate in a job as part of	يشترك في
Social media assistant		design and build websites	يصمم وينشئ مواقع
Design social media posts	يصمم مواقع التواصل	Skilled photographer	مصور ماهر
customer service skills	مهارات خدمة العملاء	give presentations	يقوم بالتقديم
what type of person you are	ما نوع شخصيتك	play the violin	يعزف على
do an internship	تدريش	making videos	يصنع فيديوهات
organisational skills	مهارات تنظيمية	training programme.	برنامج تدريبي
make links	يعمل رابط	work experience	خبرة العمل
do a responsible job	يتولى وظيفة ذات مسؤولية	Speak fluently	يتحدث بطلاقة
responsibility for	مسئولية لـ	go wrong	يتعطل
a job interview	مقابله لوظيفة	Impression on	انطباع على
an internship at a company	فترة تدريب في الشركة	start-up idea	فكرة بدأ التشغيل
the new product team	فريق المنتج الجديد	follow-up	متابعة
project management	إدارة المشروعات	answer to	اجابة لـ
long-term goal	هدف طويل المدى	a project manager	مدير مشروع
make a list	يعمل قائمة	work on projects	يعمل في مشروع
move on to	يتنقل الى	managing projects	ادارة المشروعات
Such as seeing friends	مثل رؤية الاصدقاء	international role	تور دولي
Fall in love with	يلح في الحب	keeping going	يواصل
a well-paid job	وظيفة ذات ماهية جيدة	stay in contact with	يكون على اتصال مع
act professionally.	يتعامل بمهنية	take on challenges	تقبل التحدي
a full-time job	وظيفة ذات يوم كامل	Come up	يقترن
According to the speaker	بالنسبة للمتحدث	the editorial department	قسم الاخبار

dressed smartly	برندي بلباشه	take-off and landing	الإقلاع والهبوط
Clearly communicated ideas	أفكاره لم نقلها بوضوح	relevant to	متعلق بـ
Make a fortune	يجعل ثروة	pay off the debts	يسدد الديون

Derivatives

Verb		Noun		Adjective	
apply	يتقدم	applicant	متقدم		
graduate	يتخرج	graduate-graduation	خريج- تخرج	graduated	متخرج
profile	ملف شخصي	profile	ملف شخصي		
qualify	يوهل	qualification	موهل	qualified	موهل
motivate	يحفز	motivation	تحفيز	Motivational	تجشيري
develop	يطور	development	تطوير	developed-developing	متقدم - نامي
employ	يوظف	Employer- Employee	صاحب عمل- موظف	employed	موظف
		fluency	طلاقة	fluent	طليق - فصيح
protect	يحمي	protection	حماية	protective	وقائي
evaluate	يقيم	evaluation	تقييم		
argue	يجادل	argument	جدال		

Antonyms

Word		Antonym	
national	اطني	international	دولي
intern	متدرب	trainer	مدرّب
employed	موظف	unemployed	عاطل
employer	صاحب العمل	employee	موظف
Full time	دوام كامل	Part time	جزء من الوقت
Long term	طويل المدى	Short term	قصير المدى
Volunteer	متطوع	drafted	مؤنّد
professional	مختص	amateur	هواة

Synonyms

Word	Synonyms	
colossal	Big- huge	ضخم
profile	description	ملف شخصي
responsible	In charge of	مسؤول عن
lack	shortage	نقص - قلة
résumé	CV (Curriculum Vitae)	سيرة - ملخص
Volunteer	Benefactor- contributor	مُتطوع - رافع
intern	trainee	متدرب

Language Notes

1- 'Curriculum vitae' is a Latin phrase and means 'course of life'. It's used in British English.

2. A part of my car was damaged by a bicycle yesterday. (جزء)

- I like most kinds of vegetables apart from onions. (باستثناء)

Exercises

- She wanted to trick all her admirers, (a part/apart from) her fiancé.

3- While he was on holiday, he took a lot of photos.

During his holiday

4 - When he decided to travel to Italy, he told all his friends.

- When deciding to

- On deciding to.....

5- would like (love) (prefer) + to+ المصدر

- Like - love- prefer + v.ing (or) اسم

- would rather + المصدر

(التفضيل)

1-Like (love) + v.+ ing (than) + v.+ ing

2-prefer + v.+ ing (to) + v.+ ing

3-would rather + المصدر (than) المصدر

4-would Like (d love) + to+ المصدر (than) المصدر

Ex. I like playing football more than watching it

I prefer playing football to watching it

I would rather play football more than watch it

I would like to play football more than watch it

6- After he meets his friends, he will go home.

After meeting his friends, he will go home

After a year, he will join the university.

- He ate his breakfast, after that , he went to the club.

7. experience (خبره بكتسبها الشخص من خلال الفعل وهي لا تعد)

- They got the job because I had a lot of experience

- My father has a lot of experience as a merchant.

-experiences (مواقف وتجارب الحياة معذودة)

- Writers have a lot of experiences using in their writings.

- experiment (تجربه معمل)

- Scientists do a lot of experiments to find new cures for the new diseases.

8. graduate as + (وظيفة) - He graduated as a doctor in 2020.

- graduate + in+ (السبب - المجال) - He graduated in medicine in 2020

-graduate from { تخرج من (فعل) } - He graduated from Zagazig University in 2020

- graduate (تخرج) - He is a graduate of Zagazig University.

-graduate with a degree in - He graduated with a degree in medicine in 2020

9. award (جائزة - منحة - يعطى جائزة معنوية مثل جائزة نوبل الباحثة الادبية اكثر من المادية - تتهادد دراسه)

- Ahmad Zewail was awarded Noble Prize for chemistry .

- reward (مكافاه عاليا مادية - يكافئ)

Parents often give their children rewards for passing exams

- a ward (غير في مستشفاه)

- rewarding (مجري حقه) - Teaching is a rewarding job.

- Present / gift (جائزة بحد هدايا)

- Prize (جائزة ماله) - Ali won a prize for his wonderful painting.

لاحظ ان بعض الصفات الزمنية ممكن تكون صفة او حال باضافه (ly)

day -daily / week -weekly / hour -hourly / year -yearly / month - monthly

They visit him weekly. (صفة) - they visit him weekly. (حال)

LISTENING TEXT

1)

Hi! My name is Fatma Al Aziz. I live at flat 1, 16 Helipolis Road, New Cairo. I am hoping to get an internship at a dentist's where a lot of the children in my area go to. I'm going to reply to the dentist's as soon as I complete my CV.

I've just finished at new secondary school, and I got top marks in all my exams except for art. I've never been very good at art, and I did not pass my exams. I love children, and at weekends I work as an assistant at a local children's charity. They help children from poor families in the area. I play games with the children and sometimes take them out to the local park.

I like giving talks to people, and I don't mind speaking to large crowds. I can also speak English and French. My mother is from Paris.

Outside school, I love birds and I sometimes go to the countryside to go bird watching. There's some amazing birds in the wetlands near to where my uncle lives. I take photos of the birds too. I'm very good at photography.

2)

Hello and welcome! Today we're going to be looking at how students can make good choices about the type of internships(they apply for. We'll look at the points you need to consider when you're making choices. First, I'll talk about finding an internship which is a good fit for your skills and interests. After that, I'll go on to look at finding a company which you benefit from working with, and my final point will be how to choose an internship that will increase your chances of finding employment afterwards.

So, start by thinking about what you really enjoy doing; what really interests you. If your choice is based on these factors, you're likely to benefit more from the work experience you do. Once you've identified your areas of interest, you can start to look for a work experience position where you will be able to learn more about them.

You also need to find a company or an organisation that is right for you. That means finding out more information about the type of culture which exists there. When I talk about culture here, I mean the decisions that are made in a company about how work will happen there, specifically how people work together, where they work and when those types of things. Find out from HR whether you'll be working in a team or mainly on your own, and whether the atmosphere in the workplace will be relaxed or more formal.

Of course, the main reason for doing an internship is to get a job afterwards, so just remember that some internships will be more helpful than others. You could, for example, try to find out if a permanent job was later offered to the last person who did an internship at that company. If that was the case, and getting a job directly after completing your internship is your goal, that company clearly becomes an attractive option.

On the other hand, working for well-known companies will make it easier for you to find employment and any company you decide to apply to. Having an internship at respected company on your CV can give you an advantage over other candidates in the job market.

3)

Interviewer : Good morning. You must be Nabil Al Gamal. Great to see you! My name is Katie Jones.

Nabil : Nice to meet you!

Interviewer : So, please take a seat Nabil. I have a few questions I want to ask you to find out a little bit more about you, and then of course you can ask me any questions you might have.

Nabil : Sure!

Interviewer : Great! So, as you know, the successful candidate will be offered an internship in the product team. That means that he or she will be involved in communicating with customers to get feedback from them about our products, helping to develop strategies for marketing new products, and generally sharing relevant information about our products with other departments. Some of these tasks could be done from home, but we'd expect you to come to the office at least two days a week. We've noticed that interns

often have to be given quite a lot of attention and support and I am very happy to give you that here in the office. I hope that all sounds OK to you.

Nabil : Yes, of course. It sounds great!

Interviewer : OK. Let's get started then. I see that you're still at school at the moment. Which subjects are you particularly interested in?

Nabil : Well, I really enjoy business studies at school. I've taken part in a competition with other students to create a small startup company. My team came up with an idea for an app that can be used to buy and sell second hand clothes.

Interviewer : Well! That sounds very interesting! So, I suppose your team is hoping to be as one of the finalists for this competition, or maybe even to win it?

Nabil : Yes, that would be amazing!

Interviewer : Great! But would this internship be the first time you've worked in a company?

Nabil : Yes, it would. I've never done an internship or any kind of work experience in a company before, but I do work in a clothes shop at the weekend.

Interviewer : That's interesting! So, you already have some sales experience.

Nabil : Yes, I have learnt a lot about how to do with customers and what needs to be done if a customer is unhappy with the product, for example.

Interviewer : OK! So, when you're working at your shop, what would you say are the things you can already do well, and what are areas where you need to improve?

Nabil : Mm! Good question! I would say that I'm good at talking to the customers and making them feel comfortable in our shop. I can always answer any questions that they might have. But, on the other hand, I think I sometimes spend too much time talking to each customer and that means the other customers have to wait longer. So that's something which could be improved, I think.

4}

Interviewer : Good afternoon. You must be Lara Fawzi. My name is Amanda Blair.

Lara : Pleased to meet you!

Interviewer : First, I'll tell you a bit about the internship, and of course you can ask me any questions you might have.

Lara : Sure!

Interviewer : Great! So, as you know, the successful candidate will be offered an internship in the editorial? department of the publishers.

Lara : What skills do I need?

Interviewer : Well, your CV says that you have good computer skills and a good level of English, which is great. Basic training will be given in some of the other skills you will need.

Lara : Is the job based here in Cambridge?

Interviewer : No, the job is based in our London office. But some of your tasks can be done from home, but we expect you to go to the office at least three days a

week.

Lara : Do I need to have a computer for when I work at home?

Interviewer : Work laptops can be taken home for this but must be brought back at the end of each week. Our laptops should not be used to play games or watch films, for example.

Lara : Of course, I live in Cambridge, so will I have to pay to travel to London?

Interviewer : Successful candidates will be offered expenses for your travel to and from work, but I'm afraid you won't be paid otherwise. But this is normal for an internship. Now, do you have any more questions?

Lara : Yes. If I am successful and get the internship, will there be a possibility of a full-time job at the end of it?

Interviewer : Details will be kept of all interns that we are impressed with for possible future employment. Now, let's move on to some questions about you.

READING

Emma Day

1 Contact information 25 Oak Lane, Manchester, M1 3AL

07159 135 118

emma.day@gmail.com

I am currently looking for an internship in digital marketing in the Manchester area.

2 Education

September 2013 – July 2021 Bridgetown High School, Manchester

- 3 Advanced level qualifications at grade A in Business Studies, Economics and English
- Awarded the school prize for excellence in Economics in my final year

3 work experience

March 2020 – Present Social media assistant, Manchester Evening News (part-time)

- Designing social media posts for news stories
 - Working with colleagues to develop a social media strategy for the newspaper
 - Participating in a project to research social media habits with colleagues from other countries
- January 2019 – December 2019 Waitress, Olive's Café (part-time)

- Worked as part of a team
- Developed customer service skills

4 Skills

- Able to design and build websites
- Skilled photographer
- Able to give presentations to large audiences

5 Hobbies and interests

- Playing the violin in the school orchestra
- Volunteer in an old people's home at the weekend
- Taking photographs and making videos

Youssef El Badawey

I've recently graduated from high school and I'm currently looking for an internship at a multinational company where I can learn more about international project management. My long-term goal is to have a successful career as a project manager where I work on projects with teams from many different countries. I've had some experience of working on and managing projects at school and I enjoyed the experience so much that I decided that this was the only career for me. While I was at school, I was awarded a prize for excellence in foreign

languages. The fact that I'm able to speak several different languages will help me to succeed in an international role. I also have very good organisational skills and I'm a great team player, after spending seven years playing volleyball at school and playing for my school for five of those years

Setting achievable goals

Setting a goal is a clearly the first step towards getting an internship you want to do or having the career you are dreaming of. However, you need to make sure that you are able to achieve the goals you set.

- Make a list of different things you need to do to achieve your goals. Divide these things into smaller tasks. When you achieve one of these smaller goals, reward yourself by doing something you enjoy such as seeing friends or playing your favourite sport. This will motivate you to keep going.

A presentation

Hello and welcome. Today I'm going to be giving advice about internships. First, I'll talk about what most companies will expect from you. After that, I'll give advice about how best to put yourself in a position where you might be offered a job. My final point will be what to do when your internship finishes.

- To start with, remember to always act professionally.

- If you hope to get a full-time job at the company where you will be an intern, find out what kinds of skills you will need for the job. If you lack any of these skills, try to improve. For example, if the job wants someone who can give presentations, see if you can practise this by giving talks to your team.

- Watch people at the company, too. Who is successful and why? Ask them how they got their jobs and try to learn from them. Don't be afraid to ask questions, and don't be afraid to take on challenges. If something difficult comes up, accept the challenge: employees will like this.

- Finally, after your internship has finished, try to stay in contact with important people at the company.

Azra Nakhla 07159 125 147 azranakhla.day@gmail.com

I'm currently looking for an internship at a website where I can learn more about writing online news stories. My long-term goal is to have a successful career as a journalist where I can work on websites covering national and international news. I enjoyed the experience so much that I decided that this was the best career for me. While I was at school, I was awarded a prize for a writing project. I also have very good communication skills and I'm a great team player, after spending five years as captain of the school basketball team.

Exercises

choose the correct answer

1- An _____ a person who is working at a company for a short time to get work experience

a) trainer b) intern c) employer d) employee

2- The company received over 100 _____ from interested applicants.

a) CVs b) PCs c) PhDs d) IUs

3- The campaign was poorly _____, so it did not succeed.

a) deprived b) furnished c) organized d) trained

4- The Egyptian tournament is open to both amateurs and _____.

a) volunteers b) professionals c) draftees d) coaches

5- When they are _____ for a job, some people start their CV with personal details.

a) application b) applying c) applicant d) apply

6. A..... job someone does for the whole of the working week.
a) part time b) complete c) a part time d) full time
7. The only thing that my employer seems to care is money. He is ready to sacrifice any thing for it.
a) in b) with c) about d) at
8. During emergencies, we should.....
a) contact b) communicate c) connect d) watch
9. is perhaps the most important language skill.
a) Emergency b) frequency c) Fluency d) Infancy
10. The manager gave a short at the beginning of the meeting to show their agenda.
a) position b) presentation c) reports d) situation
11. The company hopes that its new will sell very well.
a) product b) production c) productive d) producer
12. The firefighters wear suits during the fight of fires
a) product b) production c) productive d) producer
13. A..... job someone only does for some of the working week.
a) part time b) complete c) a part time d) full time
14. Is your cousin going to for the job in the bank?
a) supply b) imply c) qualify d) apply
15. We should teach our children to goals before studying to achieve them.
a) sit b) set c) sat d) seat
15. If our children have achieved their goals, they should themselves
a) punish b) clap c) discourage d) reward
16. This provides opportunities to acquire new skills. It will last for a month.
a) Internship b) friendship c) partnership d) cleverness
17. The applicants have to send their CV's before them.
a) asking b) interviewing c) avoiding d) justifying
18. The army captain is in of fifty soldiers today.
a) charge b) change c) core d) care
19. My father spent all his working in a bank.
a) work b) job c) career d) carer
20. The school has a system of and punishments to encourage good behaviour.
a) words b) worms c) rewards d) rewords
21. To is to give or supply something to someone.
a) process b) progress c) provide d) procure
22. We should all develop our to able to face the difficult situations.
a) memories b) skills c) sets d) devices
23. A is a person who is interested in getting a specific job.
a) trainer b) candidate c) employer d) employee
24. The is the department who finds people to work and organizes training at a company.
a) human relation b) human beings c) human resources d) human rights
25. vitae is a summary of a person's education, experience and skills
a) Curcumin b) Curiosity c) Currency d) Curriculum
26. My sister studied at Cairo university.
a) nurses b) nursing c) nursed d) nurse
27. There are a lot of young people who work for certain companies to get work.....
a) experience b) experiences c) experiments d) experts
28. Tarek has all the right to make him an excellent applicant for the job.
a) answers b) quantities c) qualifications d) grades
29. Jobs can give writers that they can use in their writing.
a) experiences b) experienced c) experiments d) experts
30. This is a/an job and the hours are 8.00 am to 6.00 pm for five days a week.
a) part time b) complete c) a part time d) full time
31. My cousin has got a/an with a computer company. He hopes to develop his skills.
a) internship b) friendship c) partnership d) cleverness
32. Although he has only been here for six months, he can speak English
a) abruptly b) arrogantly c) fluently d) currently
33. While at school, Emma received a prize writing poetry.
a) by b) for c) in d) with
34. These exercises are Some of them are easier than others.

- a) degree b) mark c) graded d) grade
35. The government should allow the governorates to have and make their decisions.
- a) self dependence b) self motivation c) self absorption d) self management
36. The should look smart and trust himself during the interview.
- a) interviewer b) interviewee c) presenter d) audience
37. They will the required qualifications to their e-mail
- a) detach b) catch c) match d) attach
38. We believe on animals should be banned.
- a) experiments b) experience c) experiences d) examples
39. I had several bad during my last trip.
- a) experiences b) experience c) experiments d) extensions
40. The bed was very uncomfortable, with thick, blankets.
- a) soft b) rough c) nice d) dirt
41. If you want them to interview you for the job, send them your
- a) CV b) BA c) WC d) BC
42. Our goals are achievable if they are set
- a) simple b) clearly c) quickly d) slowly
43. We should raise the of our companies to be able to compete the other countries.
- a) amounts b) quantities c) productivity d) appearance
44. Most youth want to get fantastic jobs without having the necessary
- a) qualifications b) quantities c) profiles d) pictures
45. If you want to know what sort of a person is, you can look at his on the Facebook.
- a) qualification b) quantity c) profile d) picture
46. The synonym of Curriculum vitae is
- a) associate b) assure c) assume d) résumé
47. My daughter has the best (quantities - paper - certificates - candidates) for the job. She should get it.
48. My daughter is the best (quantity - paper - certificate - candidate) for the job. She should get it.
49. I filled in the (abbreviation - absorption - application - allegation) form and sent it off.
50. Karim is the most (delightful - passive - forgetful - skilled) player in our team. He plays so well.
51. Ali has applied (in - with - for - to) join the navy. It is a good
- a) career b) work c) occupation d) procession
52. My favourite team lost and failed to (liquefy - justify - qualify - reunify) for the finals.
53. The writer has some verses of the Quran to support his point of view.
- a) quote b) borrowed c) excerpted d) referred
54. The synonym of excerpt is
- a) excuse b) extract c) except d) expect
55. My father has (ignored - avoided - prevented - achieved) many things to be proud of.
56. Sara is (blunt - affluent - fluent - frequent) in three languages: Arabic, English and German.
57. My sister is a nurse at our local hospital. She will get her qualification next year.
- a) trainee b) committee c) degree d) nominee
58. I've got another job (conference - interview - advertisement - announcement) tomorrow.
59. A (document - department - adjustment - argument) is one of the parts of a large organisation.
60. Mu Salah is a wonderful player at football.
- a) training b) scoring c) interviewing d) excelling
61. Mr. El Sebaei is the of the Green Party in the next elections.
- a) candidate b) applicant c) interviewer d) interviewee
62. The profession is one of the most important jobs for all the societies. They look after all people who suffer
- a) nursery b) teaching c) nursing d) training
63. I have very poor technical (bills - skills - bills - wills). Could you help me fix my computer?
64. What (guard - grade - degree - certificate) did you get in your maths exam?
65. Ayman cannot apply for the job in the bank because he is not to do it.
- a) qualification b) qualified c) quality d) qualities
66. Sadat was the Nobel Prize for peace.

a) rewarded b) awarded c) worded d) awakened

67) Ali is a graduate Zagazig University.

a. in b. from c. of d. with

68) Ali graduates Zagazig University

a. in b. from c. of d. with

69) Ali and Youssef are graduates Zagazig University

a. in b. from c. of d. with

70) Ali graduated law in 2005.

a. in b. from c. of d. with

71) Mai graduated an art degree in 2018.

a. in b. from c. of d. with

72) All youth should try to enough experience to get a good job.

a. earn b. gain c. win d. got

73) The government has to take strict to fight terrorism in Sinai.

a. measurements b. law c. measures d. punish

74) My brother is proud of his who help him to adapt to the difficult situations in the company

a. colleagues b. classmates c. company d. applicants

75) All motorists must wear to protect their heads in case of accidents

a. caps b. helmets c. trousers d. mask

76) The flood was a that had affected all fields of life in the area.

a. calamity b. fire c. event d. demonstration

77) A lot of countries suffer from natural They an overcome them without the help of the others.

a. calamities b. forests c. events d. demonstrations

78) There are a lot of districts in the new capital where youth can find cheap flats

a. agricultural b. cultural c. residential d. industrial

79) The Arab Contractors Company is a one that carries our great projects in different countries.

a. national b. local c. multinational d. global

GRAMMAR

PASSIVE FORMS

1- نستخدم المبنى للمجهول عندما يكون الحدث أهم من الفاعل

The International Space Station **is seen** in the sky every night (It is **not important** who sees it)

Food **is brought** to the hospital every day

(The important thing is food, not the person who brought it.)

2- أو عندما لا يكون هناك أهمية لذكر الفاعل.

The road **is closed** on Fridays. (It is not important to know who closes it.)

3- أو عندما لا نعرف من هو الفاعل.

The TV programme about space **is being shown** at the moment.

4- كما نستخدم المبنى للمجهول عندما يكون واضح من قام بالحدث.

They **were arrested** at the airport. (Only police officers can arrest people.)

5- إذا أردنا أن نذكر الفاعل في الجملة المبنية للمجهول، نوضح في نهاية الجملة مسوقا بحرف الجر (by).

A movie is going to be watched **by millions of people** tonight.

6- يكون الفعل في الجملة المبنية للمجهول في (be) في زمن مضارع أو ماضٍ، الفعل الأساسي في النصرف الثالث.

He **will be** told where to park the car (Future)

He **was told** where to park the car (Past simple)

He **has been told** where to park the car (Present perfect)

He **is being told** where to park the car (Present continuous)

Present simple المصارع البسيط

Active

Inf. مصدر / Inf. مصدر + takes

- We always **take** the bottles for recycling.
- Someone **cleans** this room every day.

Passive

am is are + pp

- The bottles **are** always **taken** for recycling.
- This room **is** **cleaned** every day.

Present continuous المصارع المستمر

Active

am is / are + v. + ing

- The chef **is preparing** lunch now.
- Somebody **is mending** my car

Passive

am/is/are + being + pp

- Lunch **is being prepared** now
- My car **is being mended**

Future simple المصارع البسيط

Active

will / shall + inf.

- The teachers **will mark** the exams tomorrow.
- They **will build** new houses here next year

Passive

will shall + be + pp

- The exams **will be marked** tomorrow.
- New houses **will be built** here next year

Be going to سوف

Active

be going to + inf.

- The government **is going to build** a new road.
- My boss **is going to give** us a rise

Passive

be going to + be + pp

- A new road **is going to be built**
- We **are going to be given** a rise.

Simple modals الأفعال الناقصة

will / would / shall / should / can / could / may / might / has to / have to / had to / will have to / be to / needn't / must / ought to / used to / going to

Active

Modal + inf.

- We **could see** many tourists in the pool.
- We **may find** more oil

Passive

Modal + be + pp

- Many tourists **could be seen** in the pool.
- More oil **may be found**

PAST PASSIVE FORMS:

Past simple الماضي البسيط

Active

التصريف الثاني للفل

- The government **built** a new school in the village last year.
- Somebody **painted** this room yesterday

Passive

was, were + pp

- A new school **was built** in the village last year.
- This room **was painted** yesterday.

Past continuous الماضي المستمر

Active

was were + v. + ing

- They **were decorating** my house yesterday
- She **was washing** the dishes when I arrived

Passive

was/were + being + pp

- The house **was being decorated** yesterday
- The dishes **were being washed** on arriving.

Present perfect المصارع الدم

Active

Has / have + pp

Actors **have used** the hotel in many famous films.

Somebody **has planted** some trees.

Passive

has / have + been + pp

The hotel **has been used** in many famous films.

Some trees **have been planted**.

Past perfect

Active

had + pp

- Mother **had not made** the bread before we went to bed.

When Mr Ali arrived, she found that thieves **had broken** into her shop.

Passive

had + been + pp

- The bread **had not been made** before we went to bed.

- When Mrs Ali arrived, he found that his shop **had been broken** into.

ملاحظة: لا تستخدم مع الافعال الاتية

say - believe - think - report - admit - understand

deny - consider - estimate - understand

لا تستخدم مع الافعال الاتية (that + فعله)

- People **say that women live longer than men.**

عندما نقول: **People say that women live longer than men.** يعني انهم يعتقدون ان النساء يعشن اطول من الرجال.

It is said that women live longer than men

او نقول: **It is said that women live longer than men.** يعني انهم يعتقدون ان النساء يعشن اطول من الرجال.

- **Women are said to live longer than men.**

نقول ايضا: **Women are said to live longer than men.**

- **They expect him to arrive soon.**

- **It is expected (that) he will arrive soon.**

- **He is expected to arrive soon.**

- **People believe that Mr Brown owns a lot of land in the north.**

- **Mr Brown is believed to own a lot of land in the north.**

لا تستخدم مع الافعال الاتية (that) عند بناء الجملة للمجهول

- **People expect that She cooks lunch badly.**

- **It is expected that She cooks lunch badly. - She is expected to cook lunch badly.**

لا تستخدم مع الافعال الاتية (that) عند بناء الجملة للمجهول (to be + فعله)

- **Lunch is expected to be cooked badly**

لا تستخدم مع الافعال الاتية (to have + فعله)

- **We think that Sara travelled to Cairo last week.**

- **It is thought that Sara travelled to Cairo last week.**

Sara is thought to have travelled to Cairo last week.

لا تستخدم مع الافعال الاتية (that) عند بناء الجملة للمجهول (to have been + فعله)

Everyone believes that he has mended the car - It is believed that he has mended the car

- **He is believed to have mended the car - The car is believed to have been mended.**

هذا التراكيب يعني بصفة عامة ان الناس يقولون او يعتقدون شيئا ما

- **People say that the Wall of China is the greatest building on Earth. .**

- **It is said that the Wall of China is the greatest building on Earth.**

- **The Wall of China is said to be the greatest building on Earth.**

More examples.

- **The police believe that the terrorists escaped,**

(The prisoner ...) (It ...)

- **It is believed that the terrorists escaped.**

- **The terrorists are believed to have escaped.**

- **The newspaper reported that the team lost the game**

It was reported that the team lost the game.

- The team was reported to have lost the game.

ملاحظة: صيغ أخرى

3 يمكن استخدام الفعل التامة (التي لا تأخذ بفعول به) في صيغة المبني للمجهول.

- She **walked** for three hours. - The accident **occurred** early this morning.

- إذا كانت الجملة منفية بـ **don't / doesn't** تستخدم **am not / is not / aren't + p.p.** أما إذا كانت مبنية بـ **didn't** تستخدم **wasn't / weren't + p.p.**

- The police **don't allow** big cars into the city centre. (active)

- Big cars **aren't allowed** into the city centre. (passive)

- Mr David **doesn't allow** smoking in his office. (active)

- Smoking **isn't allowed** in Mr David's office. (passive)

- Tom **didn't answer** exam. (active)

- The exam **wasn't answered** by Tom. (passive)

- الجملة المنفية تظل منفية في المبني للمجهول.

- Nobody **has ever beaten** me at chess. - I **have never been beaten** at chess.

- No one **can break** the law. - The law **cannot be broken**.

يمكن أن تستخدم الفعل (get + pp) بدلاً من (be + pp) في المبني للمجهول مع الأفعال الآتية:

يقتل **kill** - يدمر **destroy** - يضر **damage** - يقبض على **arrest** - يقبض على **catch**

يجزم **beat** - يعزف **burn** - يتزوج **marry**

- The police **caught** the bank robbers. - The bank robbers **got caught**.

- في حالة وجوب ظرف (adv.) يوضع قبل التصريف ثلاث عند بناء الجملة للمجهول.

- You must plan your **work carefully**. - Your work **must be carefully planned**.

- في حالة الأفعال المتوعدة بـ (to + inf) تستخدم (to be + p.p.) عند التحويل إلى المبني للمجهول.

- I **want you to tell me** the truth. - I **want to be told** the truth.

- في حالة الأفعال المتوعدة بـ (v. + ing) تستخدم (being + p.p.) في المبني للمجهول.

- I **hate people telling me lies**. (being) I **hate being told** lies.

- الأفعال مثل (like / hate / love / dislike) يمكن أن يأتي بعدها (to + مصدر) أو (v.ing) يختلف صيغة المجهول.

- I don't like people **cheating** me. - I don't like **being cheated**.

- I don't like people **to cheat** me. - I don't like **to be cheated**.

UNIT 8

EXERCISES

Mr El Sebaci

Exercises on Grammar eight

Choose the correct answer

1-Houses (design - have designed - are designed - are designing) to be warm in winter

2-Our car (will be repaired - is repairing - has repaired - will repair) next week.

3-The school has to (built - be built - have been built - built) before the school year starts.

4-The car (drives - was driving - was being driven - will drive) too fast.

5-We (have invited - will invite - has invited - have been invited) to a party at the weekend.

6-The houses (collapsed -are collapsed - were collapsed -collapsing) in the earthquake

7-I expect we (will be told - will tell - have told - had told) where to go.

8-Charles Dickens (writes - is written - was written - wrote) Oliver twist a long time ago.

9-His car (has sold - will sell - was selling -was sold) for 10,000 pounds last week.

10-The bus (was broken - broke - breaks - has been broken) down yesterday.

- 11-They turned and (were run - have been run - ran - running) when they saw us coming.
- 12-This picture (painted - was painted - is painted - has been painted) by my friend last week.
- 13-Roads should (be building - built - be built - have been built) across the desert .
- 14-She (was accused - has accused - had accused - was accusing) of forging money.
- 15-It is (saying - says - said - say) that the building was started in 237 BC.
- 16-It (has believed - is believed - is believing - had believed) that ghosts don't exist
- 17-It (reports - is reported - has reported - being reported) that food prices will increase.
- 18-It (is fearing - has feared - will fear - is feared) that there are no survivors of the crash.
- 19-She is thought to (be suffered - being suffered - have suffered - suffers) from coronavirus.
- 20-Some of her stories (base - is based - are based - are basing) on her travels .
- 21- The bank is said to (rob - have robbed - have been robbed - stolen) last night.
- 22- It (has known - is knowing - is being known - is known) that crime doesn't benefit.
- 23- The same characters (were played - were playing - are playing - playing) by the same actors
- 24-The children (take - taken - took -are being taken) to the park today.
- 25 There is a hole in the roof, which needs be (looking - look - is looked - looked)at.
- 26- Your homework (will be - will have -will - is going to) marked tomorrow.
- 27- All the students are giving a lot of training before they sail the boats.
- 28- A lot of bread (was baking - baking - is being baked- is baking) at the baker's today.
- 29-The TV program about space(is shown - shown - showed- is being shown)at the moment.
- 30- He (will tell - tells - be told - is told) to park the car when he gets there.
- 31-What can (see - saw - will see - be seen) from your classroom window?
- 32- Are any new buildings going to (build - will build - be built - are built) in your area
- 33-Which rules must (be - to be - will be - being) followed at your school and at home?
- 34-What could be (done - do - did - will do) in your area to make it safer for young children?
- 35- Radar _____ to help planes to land.
a) is used b) is using c) was being used d) has used
- 36-Many science articles _____ published in magazines before the war ended.
a) had b) has been c) had been d) have been
- 37-The author's science fiction stories _____ in magazines.
a) published b) have been published c) will be published d) are publishing
- 38-The author's science fiction stories _____ in magazines , are wonderful.
a) published b) were published c) have been published d) are publishing
- 39-Most people know that Ahmad Zewail_____ Noble Prize.
a) awarded b) is awarded c) was awarded d) had been awarded
- 40-Haneidy _____to work on a film for the famous director Abu Saif.
a) asked b) has asked c) had asked d) was asked
- 41-The film _____ watched by many millions of people since it was made in 1968.
a) has been b) has c) had been d) have been
- 42-There are now parts of space that have _____ after some scientists.
a) been b) been named c) named d) to be
- 43-This picture _____painted in the nineteenth century.

a) is b) was c) are d) were

44- When we went into the hotel room, the beds (are - were - will - had) not been made

45- This funny photo on the internet is very popular. It to hundreds of people!

a) sent b) been sent c) was sent d) to be sent

46- Scientists will probably a new space station in the future.

a) be building b) be built c) build d) builds

47- A very fantastic view from your classroom window?

a) can be seen b) can see c) are seen d) seen

48- Many new ways of saving energy by scientists at the moment.

a) will be developed b) is being developed c) are being developed d) are developed

49- Astronauts from many countries many into space.

a) will send b) will be sending c) will be sent d) will have to send

50- Astronauts could into space in special rockets.

a) be flown b) fly c) to fly d) have been flown

51- The hotel rooms next month.

a) will be decorated b) are going to decorate c) will decorate d) has decorated

52- I can't travel to Luxor as my car needs

a) to be repaired b) to repair c) to repairing d) repairs

53- The huge projects all over the country, will change the map of Egypt.

a) are carried b) have been carried c) will be carried d) carried

54- She always likes her friends to her politely.

a) to speak b) speak c) to be speak d) to be spoken

55- She always likes to politely.

a) to speak b) speak c) to be speak d) to be spoken

56- Some old buildings are going to in your area soon?

a) demolish b) be demolished c) demolishing d) demolished

57- Let's hurry; the plane is going to off

a) take b) taking c) be taken. d) taken

58- When the police arrived at the bank, they realised that the money

a) had taken b) has been taken c) had been taken d) has taken

59- Those men our house yesterday morning.

a) are decorating b) were being decorated c) have been decorating d) were decorating

60- The police said that the windows before the thieves went into the building.

a) broke b) had broken c) have being broken d) had been broken

61- The policeman to arrest the man because he was scaring people.

a) denied b) warned c) offered d) shouted

62- Our house decorated yet.

a) hasn't been b) hasn't c) hadn't been d) won't have

63- Last week, it that the exam will be postponed until next month.

a) was agreed b) agreed c) had agreed d) agreeing

64- Yesterday, a sports festival

a) held b) has been held c) was held d) is being held

65- The play is suggested to because the leading actor is ill.

a) being cancelled b) cancel c) have cancelled d) be cancelled

66- The 2021 Olympic Games by millions of people all over the world

a) were watched b) have been watched c) has been watched d) are watched

67-The ring.....while she was washing the dishes.

a) was lost b) lost c) is lost d) was losing

68-She is thoughtsuffered from an infectious disease.

a) to b) to be c) to have d) having

69-Naguib Mahfouz's books into many languages.

a) have translated b) were translating c) have been translated d) had translated

70-When..... the first rocket sent into space?

a) has b) was c) were d) did

71-She is said..... a lot about physics.

a) knew b) to be known c) that she knows d) to know

72-Yesterday evening, nearly a million people the TV programme.

a) has watched b) was watching c) had watched d) watched

73-When we went into the hotel room, the beds

a) didn't make b) hadn't made c) wasn't made d) weren't made

74-.....expected that she will arrive in time for dinner

a) She is b) She has c) It d) It is

75-.....expected to arrive in time for dinner

a) She is b) She had c) It d) It is

76-The club's bus..... me to the tennis competition at the weekend.

a) was taken b) has taken c) took d) were taking

77-This library book is very old , I think it by a lot of people!

a) was read b) has been read c) read d) is being read

78-They..... the hotel before they built those flats.

a) had opened b) had been opened c) has opened d) open

79-The hotel before the flats were built.

a) had opened b) had been opened c) has opened d) open

80-They the school windows.

a) have cleaned b) had cleaned c) cleaning d) have been cleaned

81 The teacher says that our homework will tomorrow.

a) mark b) marking c) be marked d) marked

82-All the students..... a lot of training before they sail the boats.

a) are given b) is being given c) are going to give d) are giving

83-A lot of bread is..... at the baker's today.

a) baking b) baked c) being baked d) to bake

84-The TV programme about space..... at the moment.

a) shown b) has been shown c) is shown d) is being shown

85-He where to park the car when he gets there.

a) will be told b) will be telling c) will tell d) has told

86-All the efforts to increase our products.

a) made b) will have made c) will make d) will be made

87-All the efforts by our teachers should be appreciated.

a) made b) will have made c) will make d) will be made

88-The amount of energy that we use every year must

a) reduce b) be reduced c) have reduced d) be reducing

89-There's somebody behind us .I think we

a) are following b) should follow c) are being followed d) follow

90-Don't let yourself

a) cheated b) cheating c) be cheated d) to cheat